



What does Resumix do?

- Matches position requirements to skills
- Identifies knowledge, skills, and abilities (KSA's) of the employee in resume
- Matches applicant skills against position skills



Benefits of Resumix

- Larger applicant pool
- Resumes accepted at any time
- No KSAs (knowledge, skills, abilities) to write



Job Announcements

- Job announcements can be accessed through the following web pages:
 - CREST – “Resumix” or “Employment Opportunities” buttons
 - HROs (Pensacola)
 - HRSCs (Southeast)
 - DON HROC







Job Opportunities by Title or Region

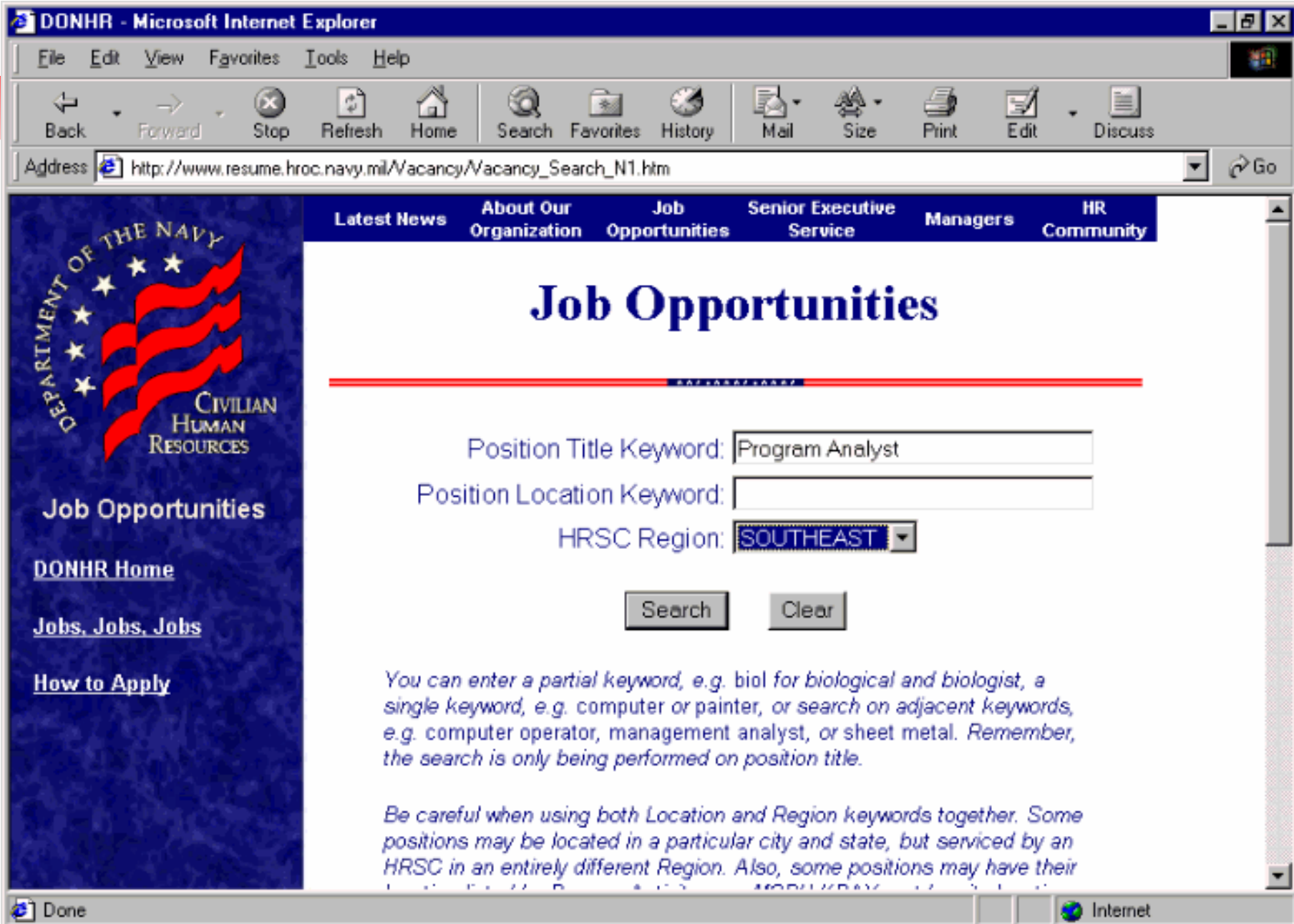
Search for Department of the Navy Civilian Employment Opportunities three ways.
You can:

[Search by Position Title](#)

[Search All Open Positions,](#)

or Search All Positions by geographic region on the map below.





Department of the Navy Civilian Human Resources Vacancy Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://www.resume.hroc.navy.mil/Vacancy/Vacancy_Results_N1.CFM Go

Vacancy Search Summary

[HOME](#)

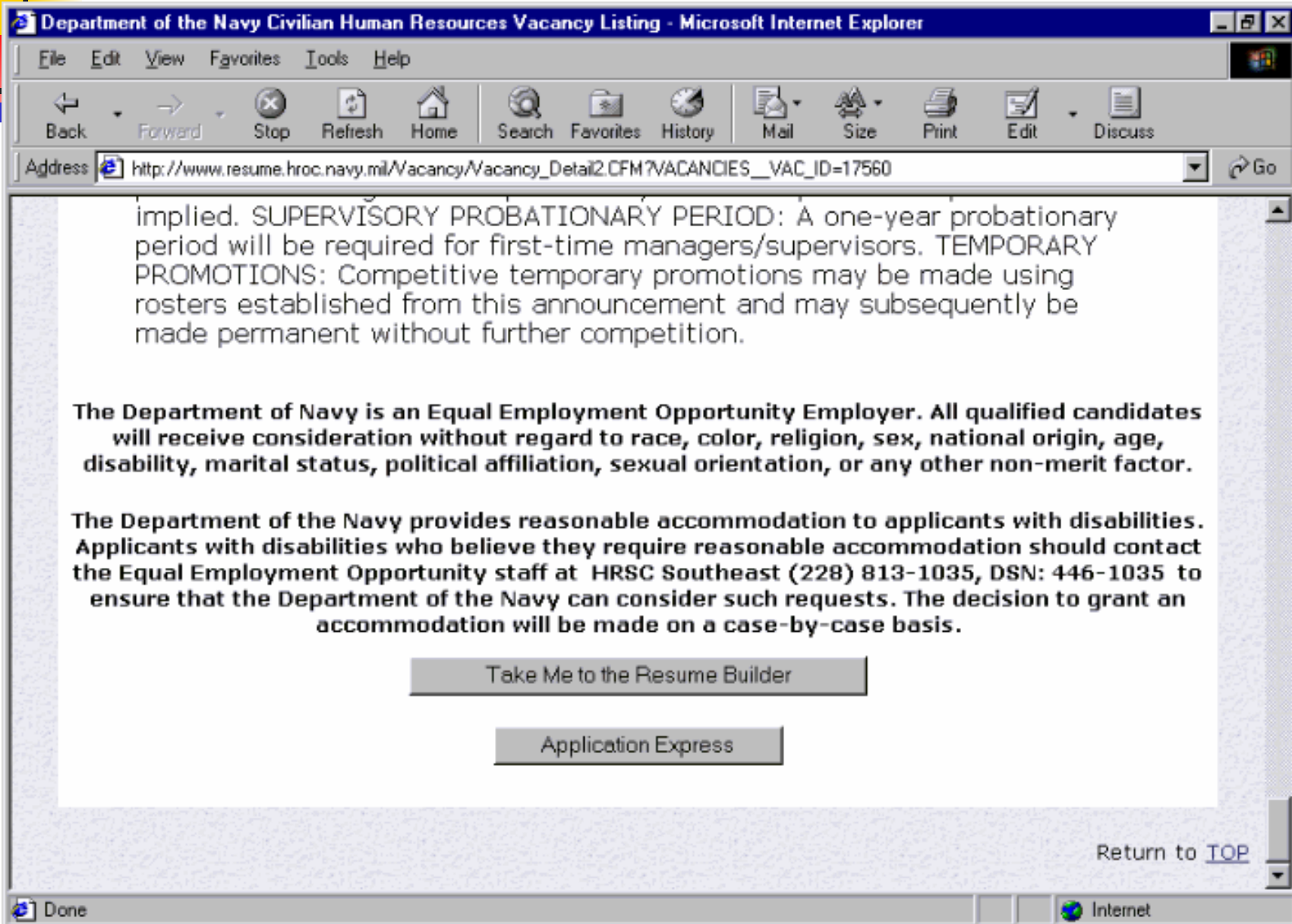
Click on position title to view the details of the corresponding vacancy announcement.

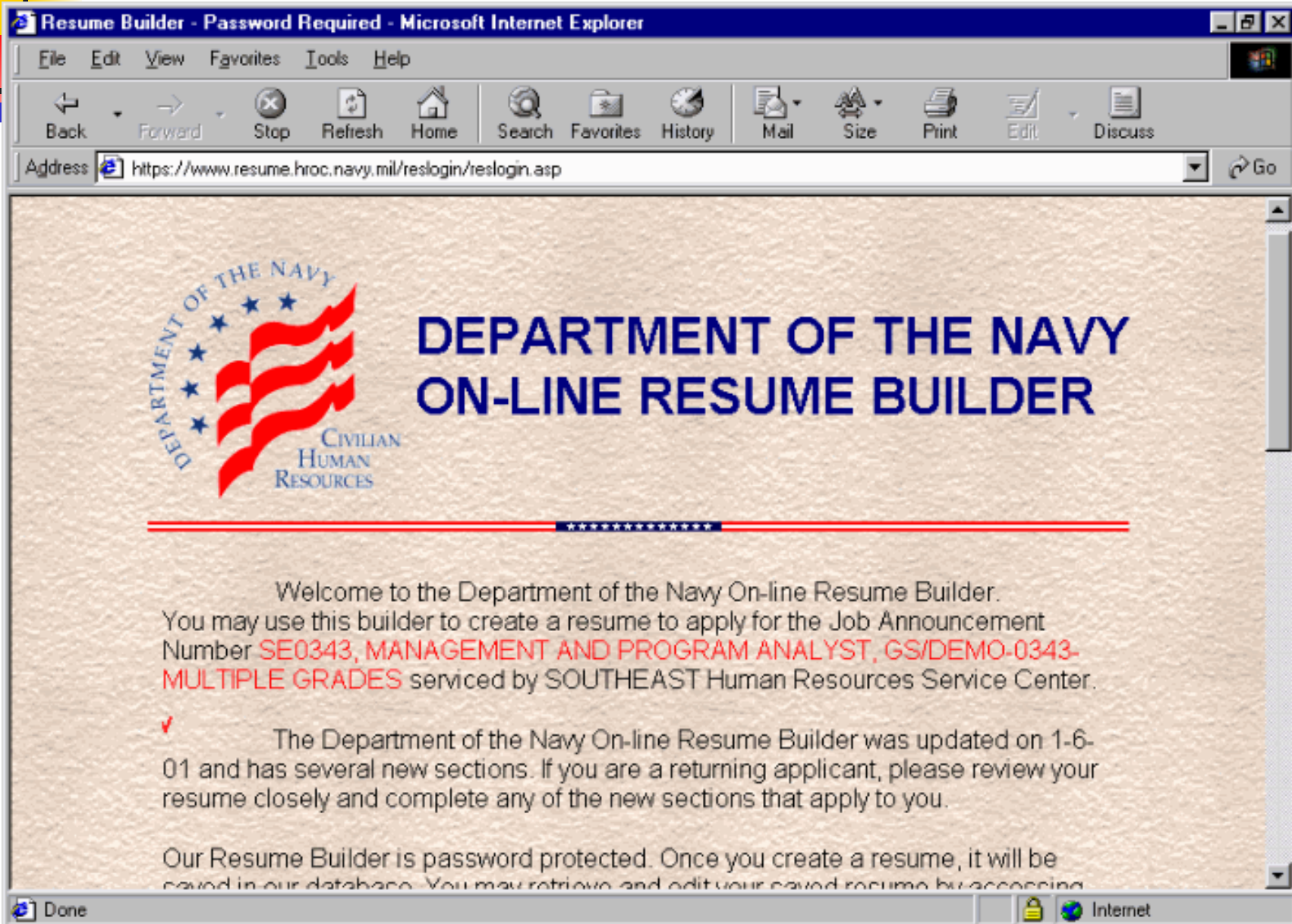
<u>Announcement Number</u>	<u>Position Title</u>	<u>Series</u>	<u>Location</u>	<u>Closing Date</u>
SE0343	MANAGEMENT AND PROGRAM ANALYST	GS/DEMO-0343-Multiple Grades	Southeast Geographic Area, Various locations serviced by HRSC-SE.	2/14/2002
01-NL53-JH-0065A-NR	PROGRAM ANALYST. THIS POSITION MAY BE FILLED AT THE GS-0343-05 OR GS-0343-07 LEVEL'S (FULL PERFORMANCE LEVEL GS-09)	GS-0343-05, \$23,639-\$30,735, 07, \$29,281-\$38,064	NAVAL AIR WARFARE CENTER TRAINING SYSTEMS DIVISION, ORLANDO, FL	3/29/2001

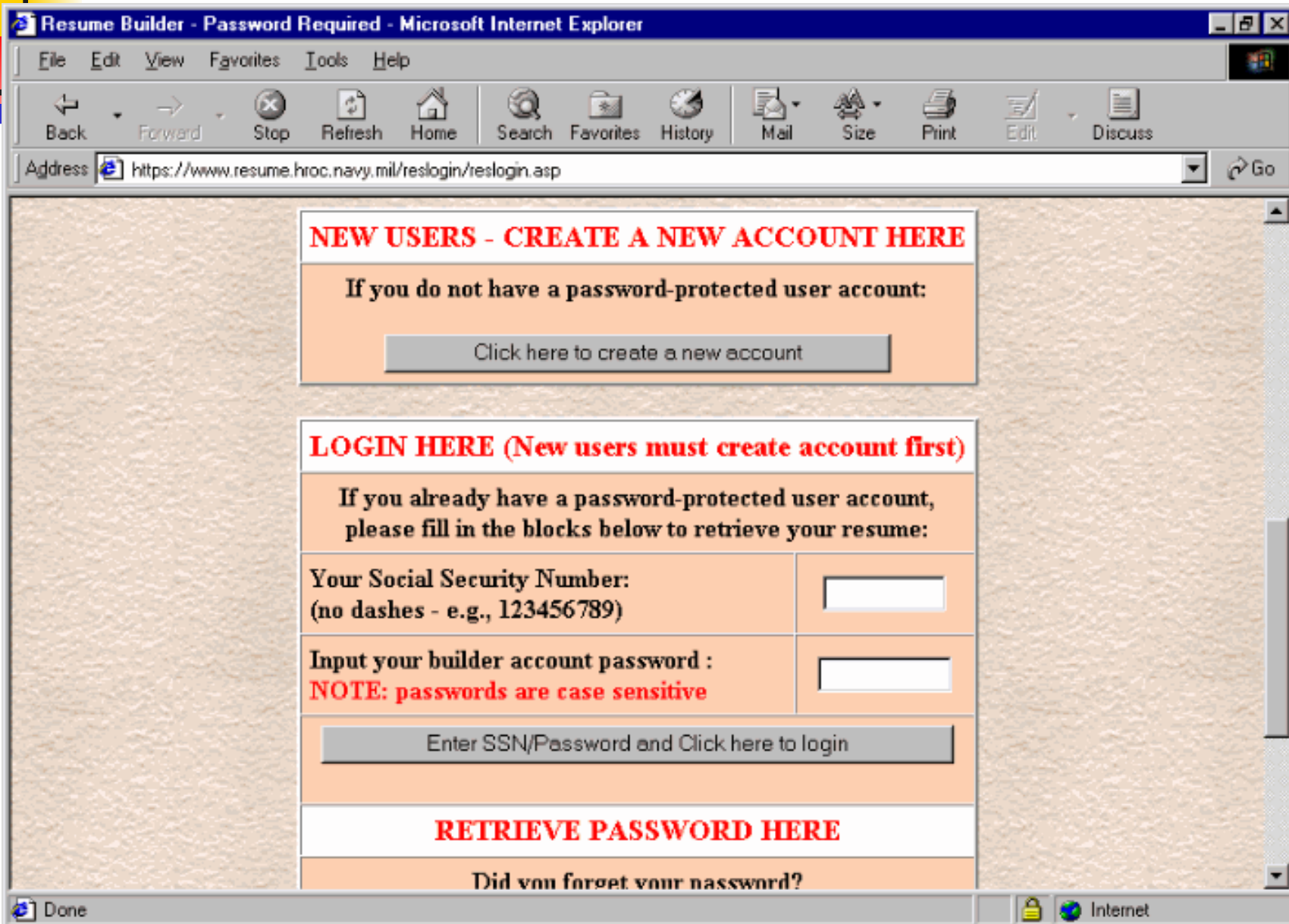
[Return to TOP](#)

(1 item remaining) Downloading picture <http://www.resume.hroc.navy.mil/Vacancy/newsearch.gif...> Internet









Resume Builder - New User - Microsoft Internet Explorer

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Address <https://www.resume.hroc.navy.mil/reslogin/resnewuser.asp> Go

Your Social Security Number:
(no dashes - e.g., 12345678)

Identify a builder account password:
(10 characters maximum length)

Verify your password by re-typing it exactly as entered above:

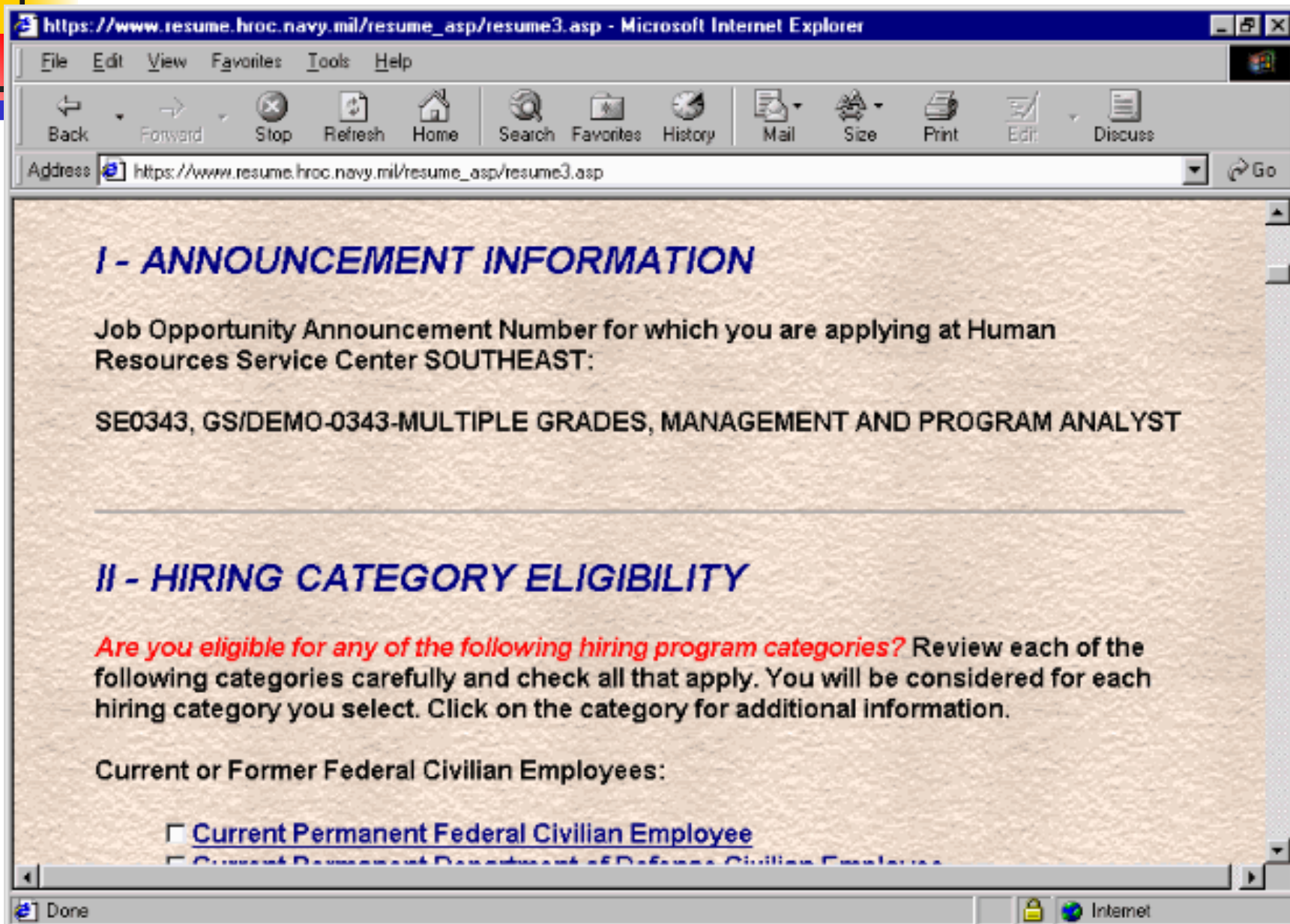
Identify a password hint:
If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.

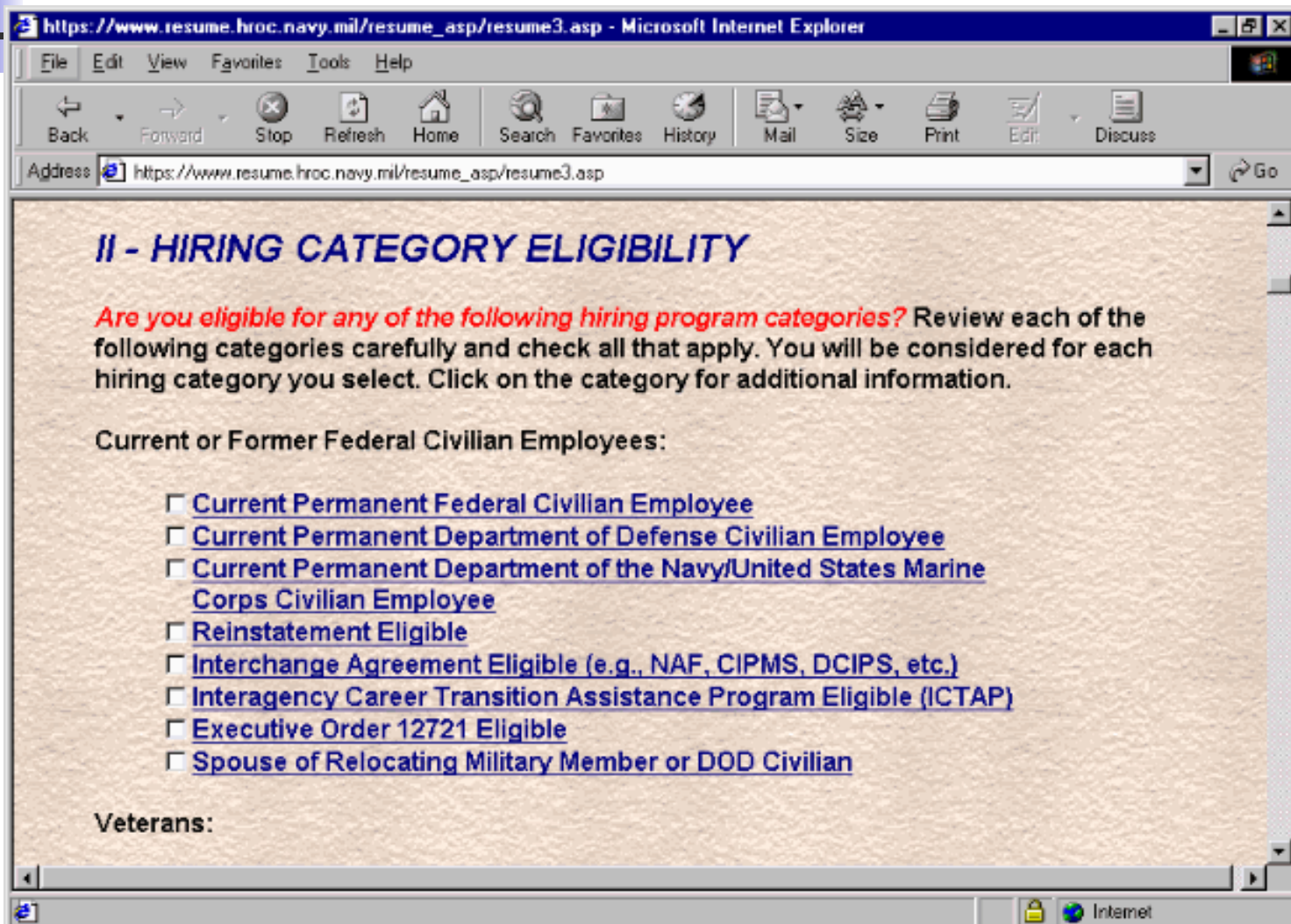
Enter one valid email address:
Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping.

Register

Done Internet







https://www.resume.hroc.navy.mil/resume_asp/resume3.asp - Microsoft Internet Explorer

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Address https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

☐ [Overseas Limited Appointment Eligible](#)

None of the Above:

☐ If none of the above categories apply to you, you may still apply for Department of the Navy job announcements. Please review the "Who May Apply" section of the job announcement to determine whether or not you are eligible to apply before submitting your resume.

III - PERSONAL INFORMATION

Name:

First:

Middle Initial:

Last:

Internet

https://www.resume.hroc.navy.mil/resume_asp/resume3.asp - Microsoft Internet Explorer

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Address https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

Mailing Address:

City: State: Zip: -

Country: (If other than US)

Phone Numbers

	Area Code	Number Prefix	Number	Extension
Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Examples:				
U.S. Numbers:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

U.S. Numbers: 222 333 4444 1111

Internet

https://www.resume.hroc.navy.mil/resume_asp/resume3.asp - Microsoft Internet Explorer

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Address https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

IV - WORK EXPERIENCE

Enter the following information beginning with your most recent paid or volunteer work experience. Please list those experiences that are relevant to the kinds of positions you wish to be considered. There is space to include up to six (6) different positions.

(1)

Employed From: (Format: mm-yyyy) To: (Format: mm-yyyy)

Average Number of Hours Worked per Week:

Position Title:

If Federal civilian position:

Pay Plan: Series: Grade:

If promoted in this position, what was the date of the last promotion?
(Format: mm-yyyy)


Are you a temporary employee?

Internet

https://www.resume.hroc.navy.mil/resume.asp/resume3.asp - Microsoft Internet Explorer

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Address  https://www.resume.hroc.navy.mil/resume.asp/resume3.asp Go

Are you on a temporary promotion?


If non-Federal civilian position: Salary: \$. per

Agency or Company Name:



Mailing Address:

Supervisor Name: Phone Number:

May we contact this supervisor? Yes/No

Description of Duties/Accomplishments:  (Please use the ENTER key for line and paragraph breaks. Insert a blank line after every 20 typed lines. Use TAB to jump to the next field. You are limited to approximately 7700 characters.)

(2)

  Internet



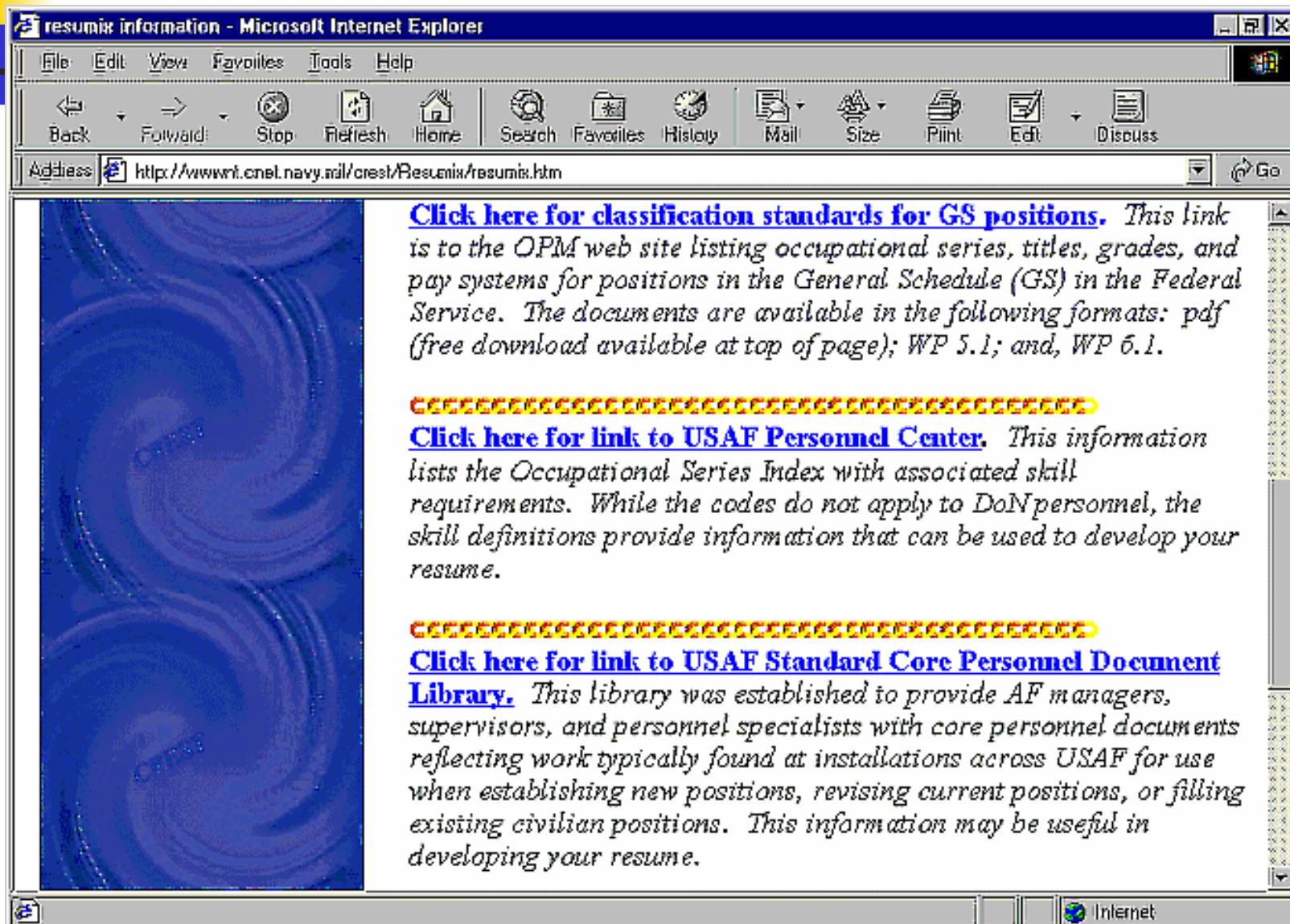
Resume Style

- Use nouns and verbs
- Avoid adjectives
- Spell out acronyms (i.e. SME for “Subject Matter Expert”)
- Use simple sentences
- Write about a skill once
- Use plain language



Work Experience


- List the jobs you've had PERTINENT TO YOUR CAREER GOALS
- List WHAT you did relative to your career goals & skills
 - Specific Duties (what you did, major tasks)
 - What you had to know
 - What you accomplished
 - Programs you worked with/in
 - Special tools & equipment used



https://www.resume.hroc.navy.mil/resume_asp/resume3.asp - Microsoft Internet Explorer

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Address  https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

V - EDUCATION

(1)

High School:

City, State, Country (if other than US):

Year Completed: (Format: yyyy)

Diploma or GED equivalent:



(2)

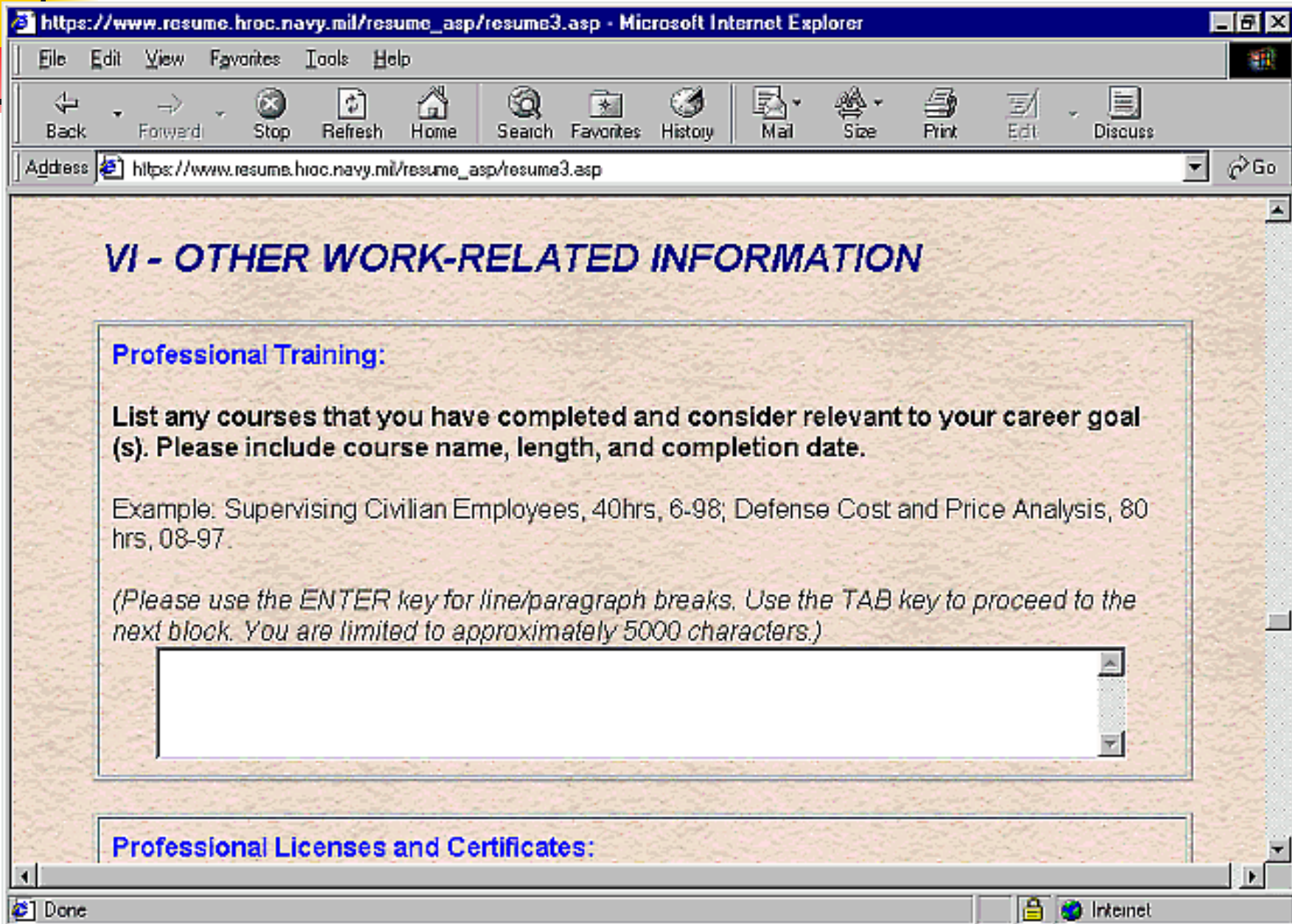
College, University or Technical/Vocational School:

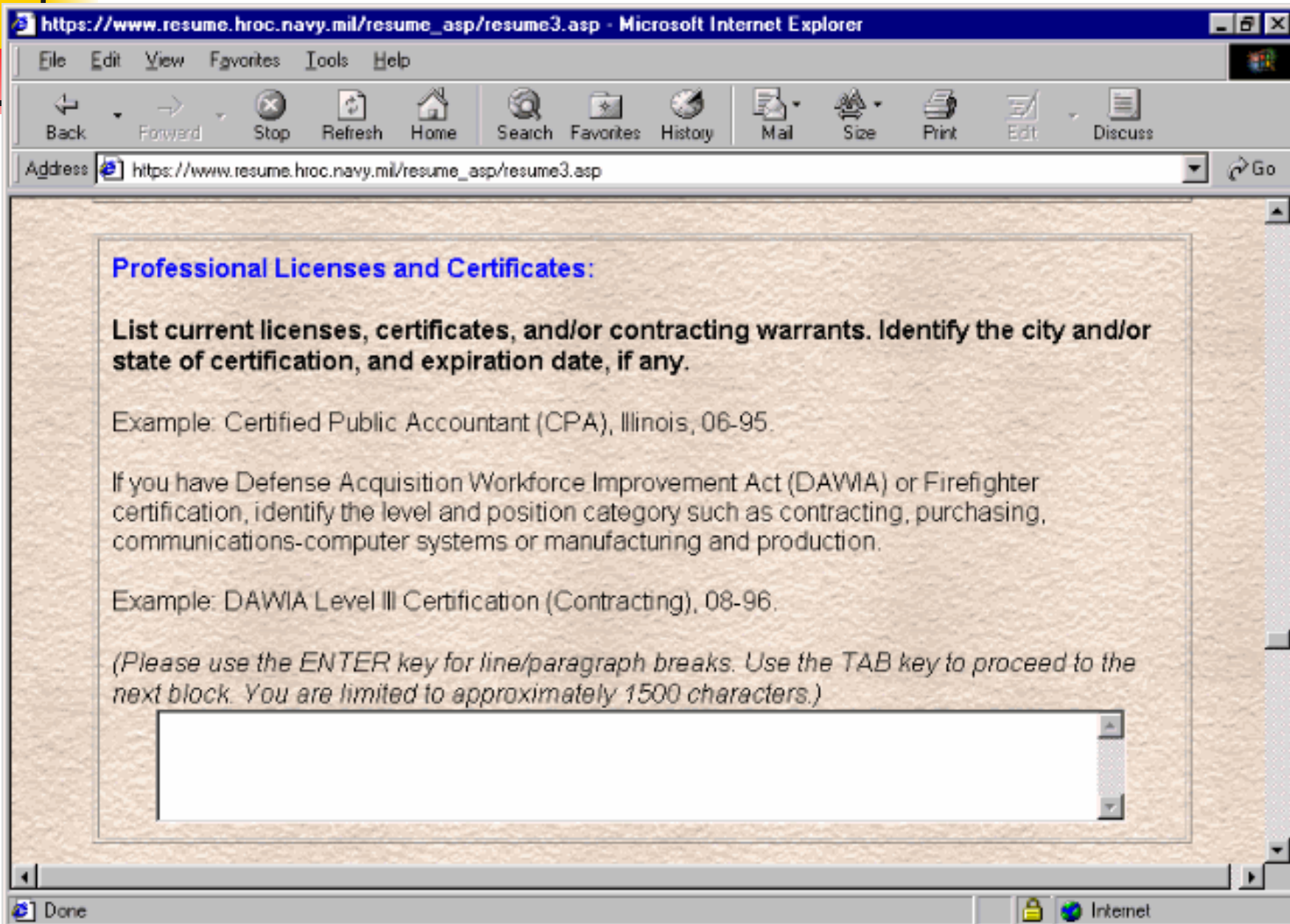
City, State, Country (if other than US):

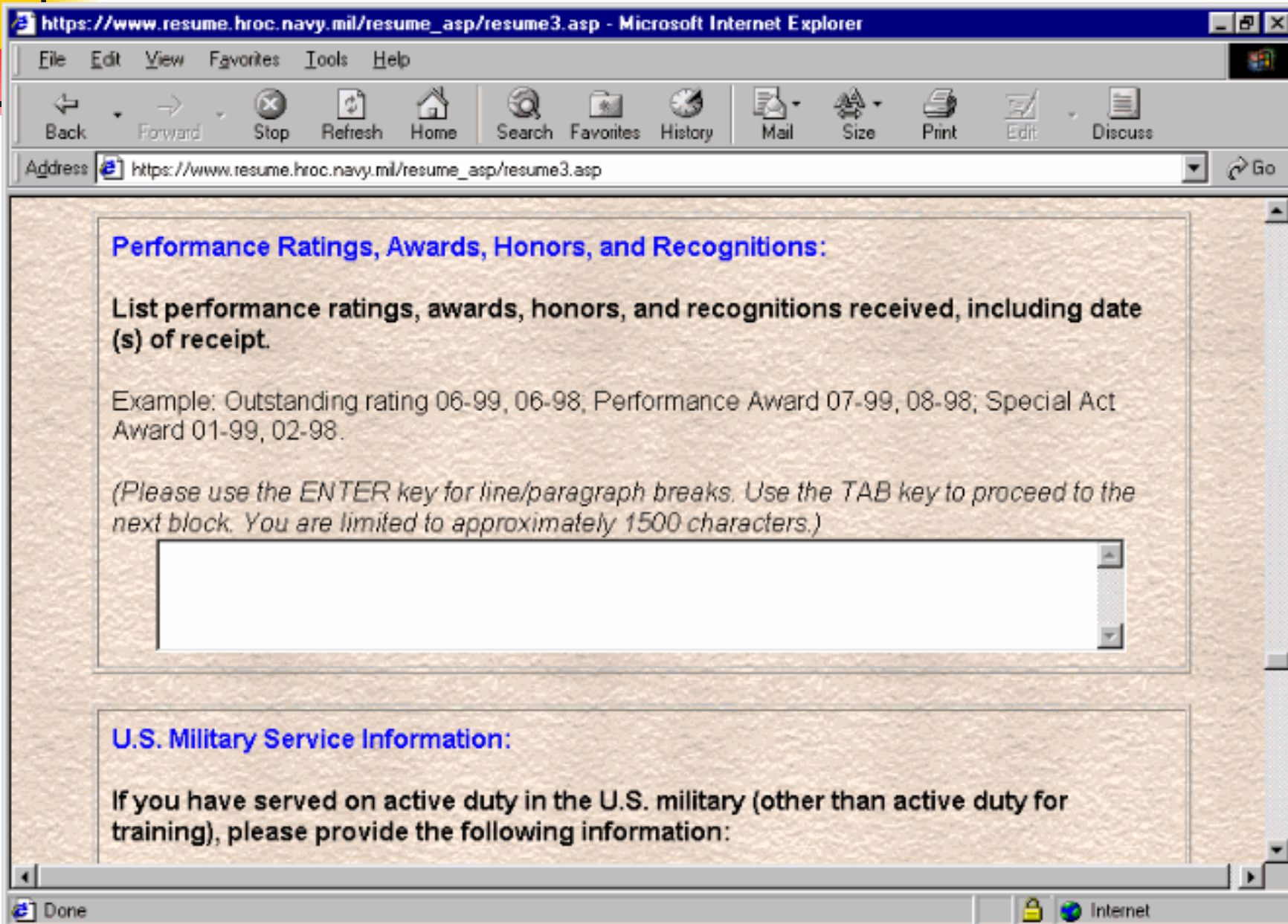
Major:

Year Completed: (Format: yyyy)

  Internet







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Address https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

U.S. Military Service Information:

If you have served on active duty in the U.S. military (other than active duty for training), please provide the following information:

For all periods of active duty military service, list dates (from and to) and branch of service.

From: (mm-yyyy) To: (mm-yyyy) Branch of Service

From: (mm-yyyy) To: (mm-yyyy) Branch of Service

If you were a reservist/guard called or ordered to active duty, list dates (from and to) and branch of service.

From: (mm-yyyy) To: (mm-yyyy) Branch of Service

From: (mm-yyyy) To: (mm-yyyy) Branch of Service

List any campaign badges and/or expeditionary medals received. Examples:
Southeast Asia Service Medal, Purple Heart:

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1

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Address https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

Other Information:

List any information relevant to your career goal(s). Include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.

Example: Proficient in Spanish. Typing Speed: 65 wpm. Dictation 80 wpm. Phi Beta Kappa Alumnus. Acquisition Professional Community Member since 1996.

(Please use the ENTER key for line/paragraph breaks. Use the TAB key to proceed to the next block. You are limited to approximately 7000 characters.)

VII - ADDITIONAL DATA SHEET

Done Internet

https://www.resume.hroc.navy.mil/resume_asp/resume3.asp - Microsoft Internet Explorer

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Address https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

VII - ADDITIONAL DATA SHEET

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions.

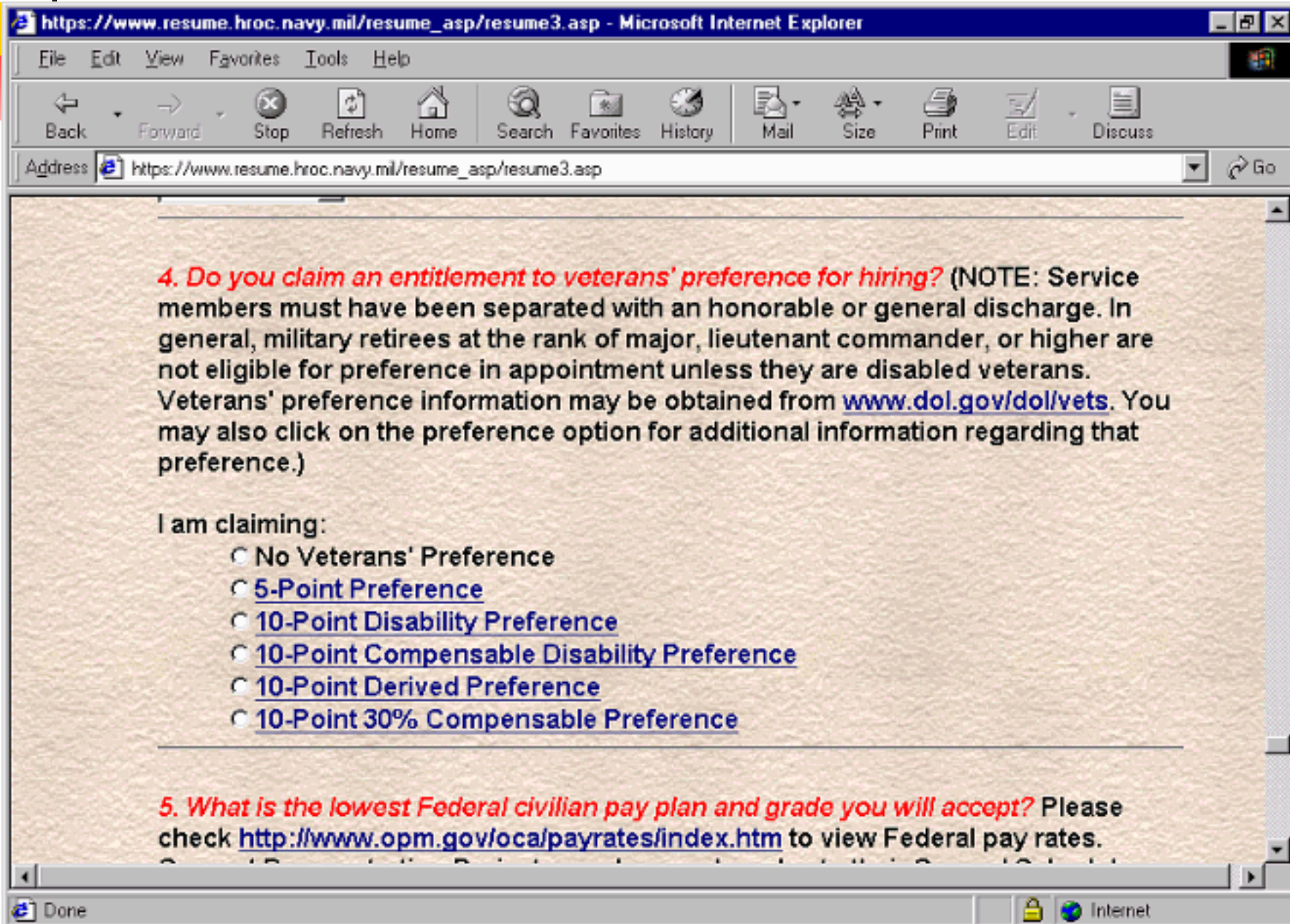
1. Are you a United States citizen? Yes/No

2. Please indicate if you are interested and available for any of the following types of positions:

- ☐ Part Time
- ☐ Temporary (positions lasting less than 1 year)
- ☐ Term (positions lasting 1 year or more, but less than 4 years)
- ☐ Shift Work
- ☐ Intermittent (on-call)
- ☐ Not interested/available in any of the above types of positions

3. How many days per month would you be available for work-related travel?


Done Internet



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Address  https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

5. What is the lowest Federal civilian pay plan and grade you will accept? Please check <http://www.opm.gov/oca/payrates/index.htm> to view Federal pay rates. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.


Pay Plan: Grade:

6. What is the lowest salary that you will accept? Convert hourly wages to an annual salary. (Annual salary = hourly wage x 2087).

\$,000.00

7. If you are a current/former Federal civilian employee, what is/was the highest pay plan and grade you held on a permanent basis? Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.


Pay Plan: Grade:

Done  Internet

https://www.resume.hroc.navy.mil/resume_asp/resume3.asp - Microsoft Internet Explorer

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Address  https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

7. If you are a current/former Federal civilian employee, what is/was the highest pay plan and grade you held on a permanent basis? Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.


Pay Plan: Grade:

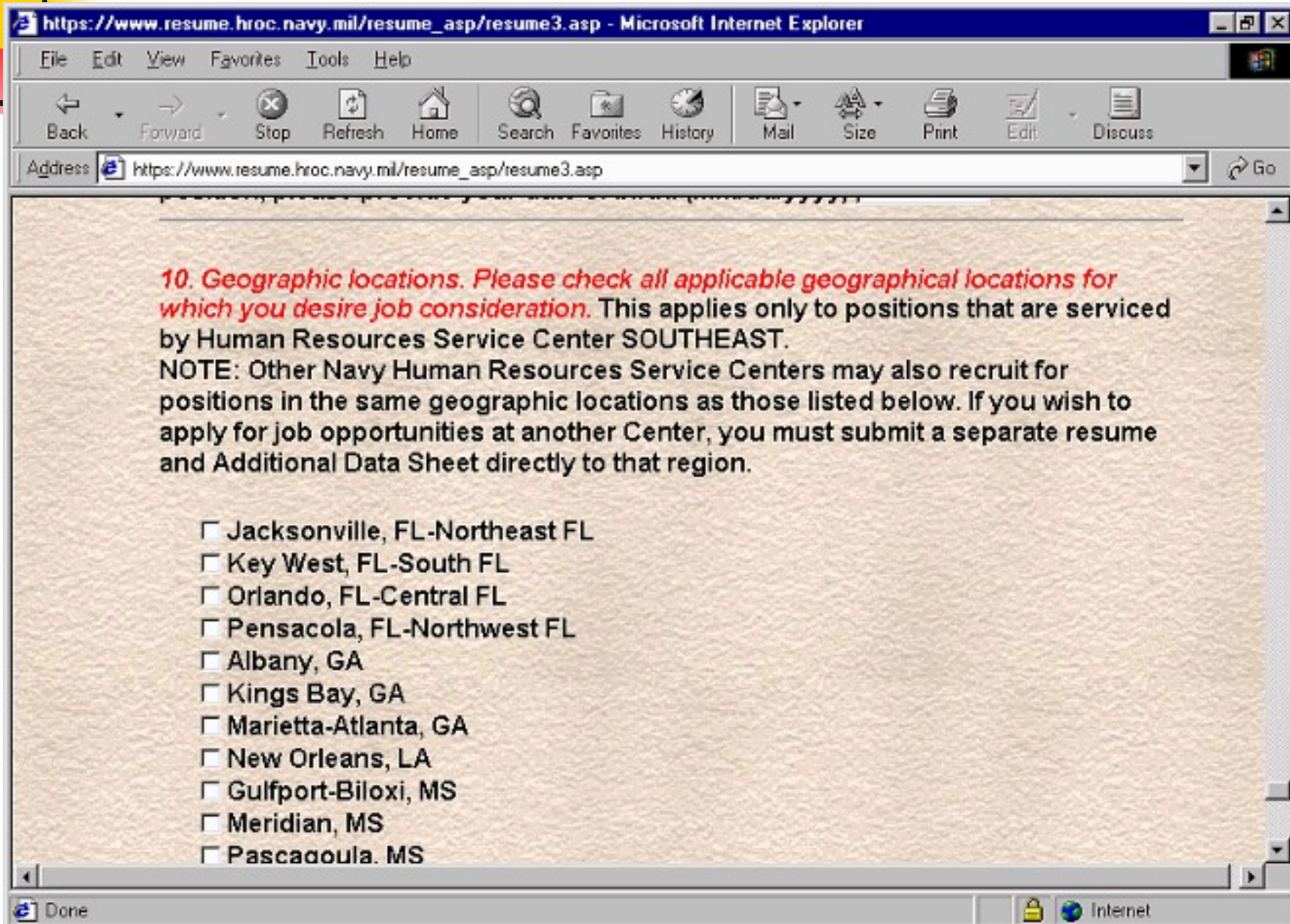
8. Can you type/keyboard at a minimum speed of 40 words per minute? Yes/No

9. If you are applying for a Firefighter, Law Enforcement, or Air Traffic Controller position, please provide your date of birth. (mm/dd/yyyy)

10. Geographic locations. Please check all applicable geographical locations for which you desire job consideration. This applies only to positions that are serviced by Human Resources Service Center SOUTHEAST.

NOTE: Check Human Resources Service Center website for...

Done  Internet



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Address https://www.resume.hroc.navy.mil/resume_asp/resume3.asp Go

BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

B. Sex:

To SAVE changes WITHOUT Submitting, click here:	<input type="button" value="SAVE"/>
To SAVE, PREVIEW, and SUBMIT your resume, click here:	<input type="button" value="PREVIEW"/>
To EXIT <u>without</u> saving changes, click here:	<input type="button" value="CANCEL"/>

Done Internet



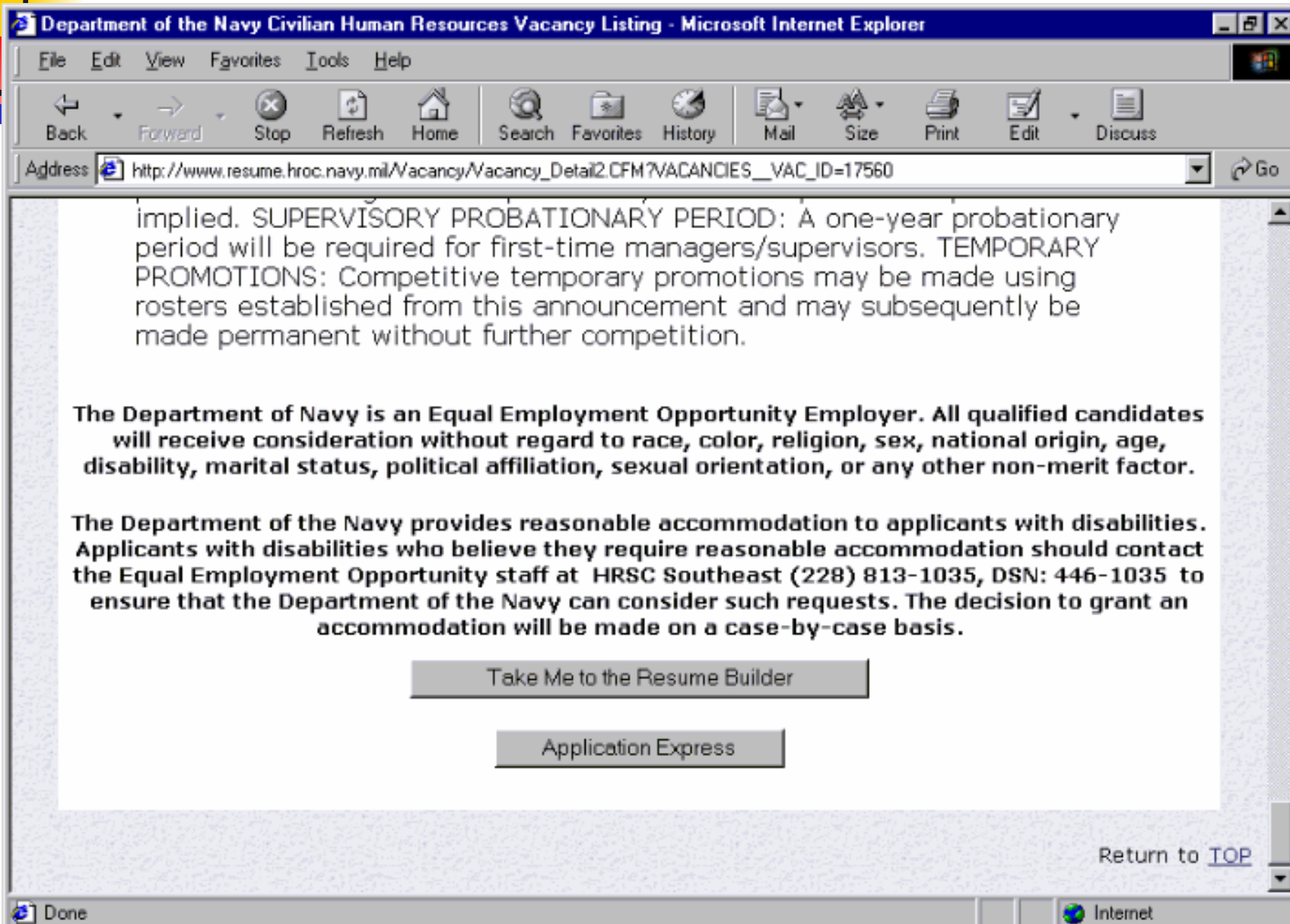
Tips

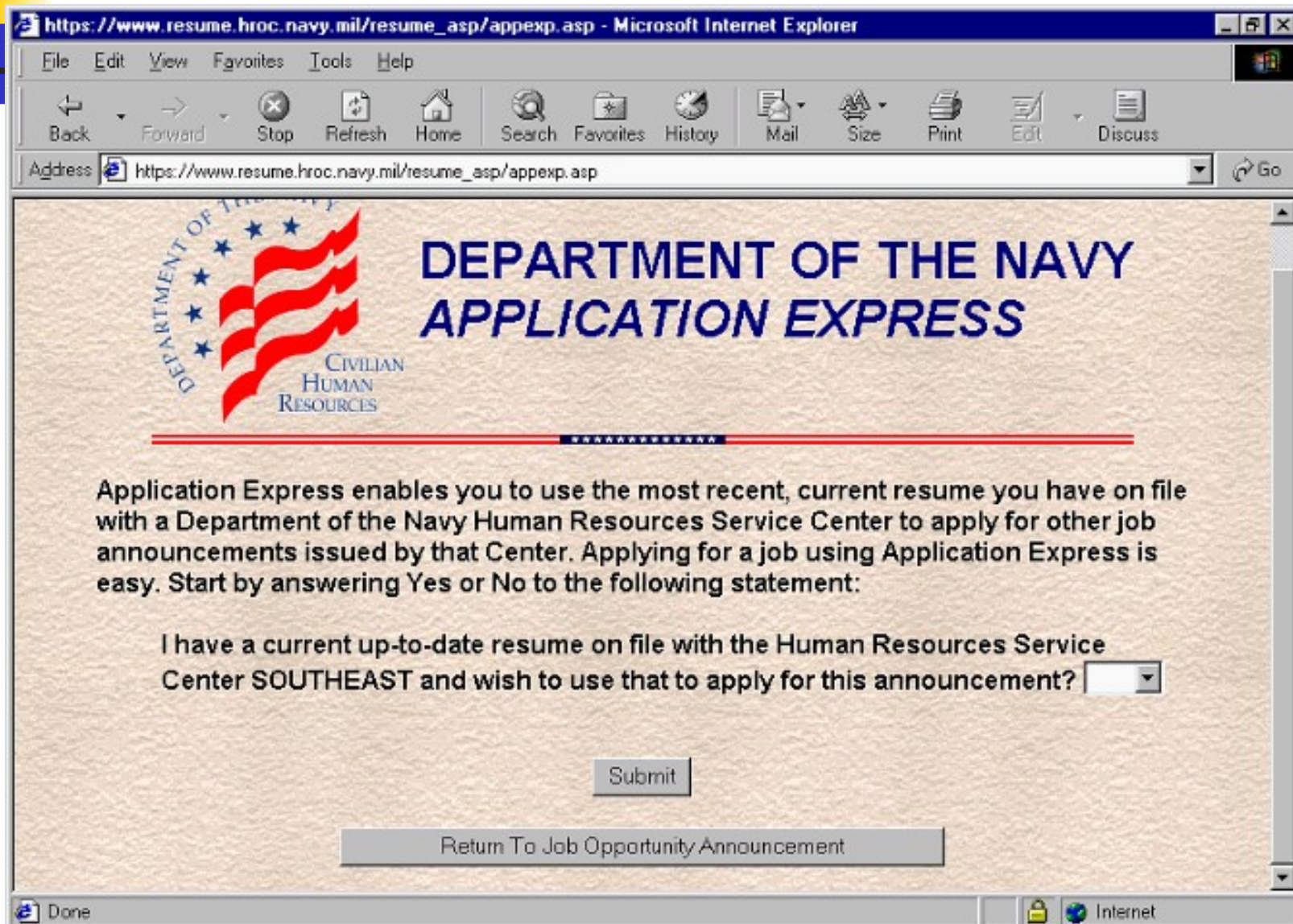
- Create your resume in a word processing document
 - Allows the document to be spell checked
 - Copy and paste into Resume Builder
 - Ensure there is a new paragraph every 20 lines in the Resume builder, not the word document
 - Create in **10 or 12 pitch** (recommended Times New Roman, Courier, or Courier New)



Submission of Multiple Series

- Must submit your resume for each series you wish to be considered for. Go to “Application Express” at the bottom of the job announcement for the series you wish to be considered.
- Your resume must be in the system prior to submitting using Application Express (after receiving written notification from HRSC).
- Only **one** resume may be submitted to cover all job series that you apply for.







Resubmission of Resume

- You must resubmit your resume into Resumix if you are selected for a **permanent** new job; your resume will drop out of the system – *does not apply to temporary promotions.*
- If you are promoted within a Career Ladder Program or Upward Mobility Program, your resume is not removed from the system, but you should update it to reflect your current duties at the higher grade level.



Resubmission of Resume

- When you submit a new resume, even if it is a duplicate of the one already submitted, the new resume will cause all previous information, including series self-nominations and Additional Data Sheet information you had on file to be inactive.
- If you **submit a new resume**, you will need to **self-nominate again for the other series**.



Resubmission of Resume

- Must **resubmit** your resume **once every year**; HRSC will notify you within 30 days of the deadline and tell you the procedures to extend your resume.
- When you make changes to or view your resume, go into the **original region** in which you submitted or else block 10, Geographic locations, will be erased.



Questions

- Can I wait until I know a position is being advertised, so then I can address the specific experience called for in the position as opposed to submitting a generic resume/application?
- Resumix positions are open continuously, and if you wait to apply when you “hear” about an opening or vacancy, it may already be too late for your resume to be considered because the recruitment action for the vacancy may already be in progress.



Questions

- How will I know the HRSC has received my resume?
- Applicants using Resume Builder will immediately receive an AutoReply message that the resume has been received and will receive written notice once the resume is entered into the system in approximately 1-2 weeks.



Questions

- When I receive an e-mail notice that my resume has been received, does that mean my resume is in the system, available to be referred immediately?
- No. The e-mail is an AutoReply that tells you your submission was received by the Center. You will receive a written notice when your resume has been input into the applicant pool.



Questions

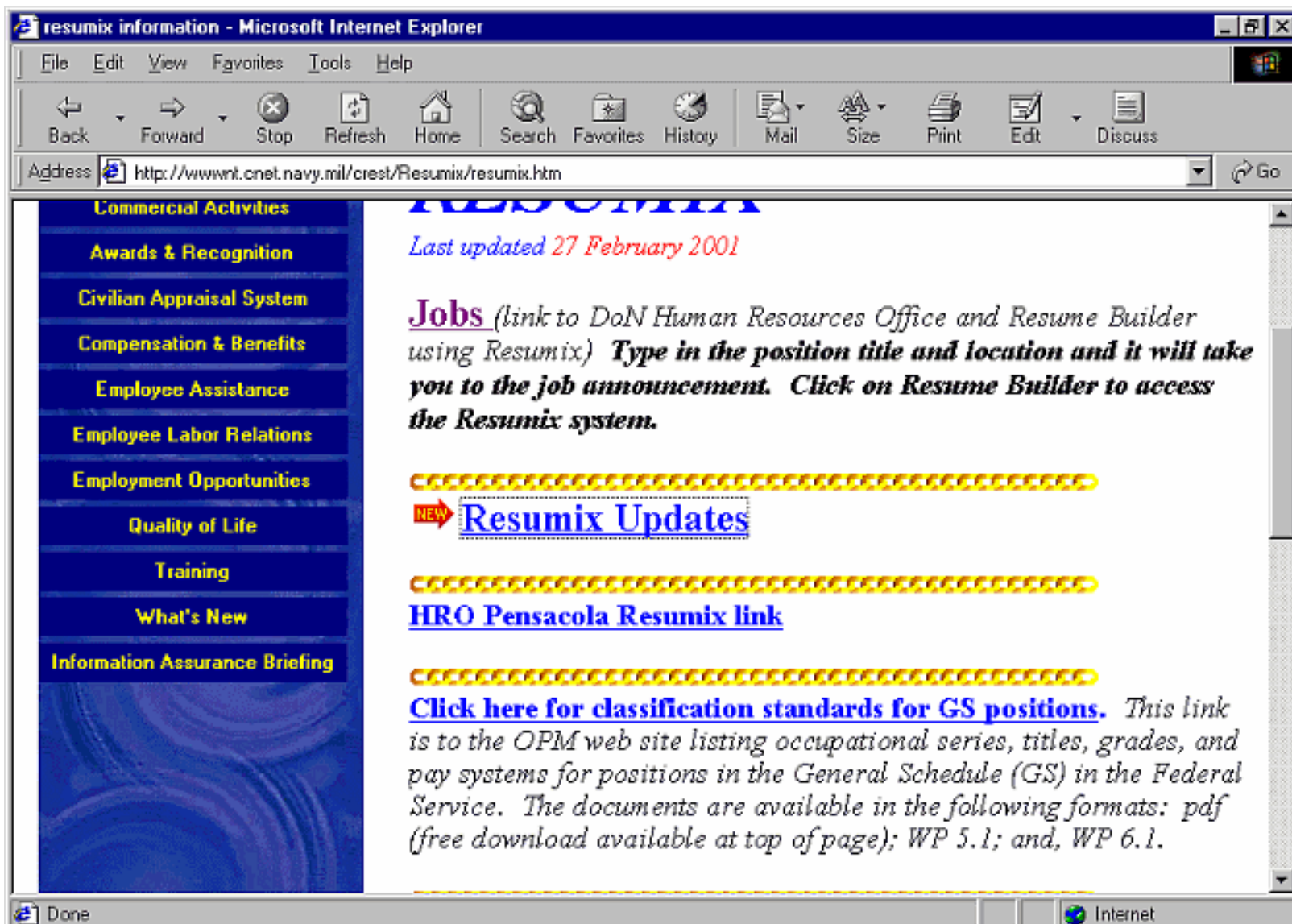
- What if I want to apply for both GS and WG positions?
 - In order for an applicant to be considered for another Pay Plan, send a self nomination email to wantajob@se.hroc.navy.mil .
 - The email needs to include the following information: Name, SSN and Pay Plan with lowest grade acceptable.



Questions

- How do I know if my resume is being “hit” against job vacancies?
 - A letter is sent advising if applicant was found to be ineligible or not qualified.
 - A letter is sent advising if applicant was referred, but not selected.
 - A phone call is made to set up an interview.*
 - A letter is sent advising if applicant was referred and selected (commitment letter).

Resumix Updates





Questions

- Contact Victoria Knight or CJ Foster at x 1622/23
- CREST website
<http://www.cnet.navy.mil/crest>